

# INSTRUCTION SHEET - DUE DILIGENCE DOCUMENTATION

The documents required are indicated by a tick in the appropriate boxes.

## I. Verification of identity.

Certified copy of either:

- Current valid passport
- National identity document (bearing photograph)
- Driving licence (bearing photograph)

Please note that the photocopied documentation must be clear and legible. If it is not possible to make a photocopy with a clear copy photograph, then an additional photograph must be attached to the photocopied document.

Certification must be done by:

- Lawyer
- Accountant (holding recognised professional qualification)
- Bank Manager (must be a director or a manager of an authorised financial institution)
- Commissioner for Oaths
- Notary Public
- Consular Authority (this should be of the country of issue of documentary evidence of identity)

Certification may also be done by a member of the Capco Group, providing this is by a Director or a Manager.

The certification must be in the following form of words:

I, ....., HAVING SEEN THE INDIVIDUAL AND THE IDENTIFICATION DOCUMENT AT THE SAME TIME, CERTIFY THAT THIS IS A TRUE COPY AND THAT THE PHOTOGRAPH IS A REASONABLE LIKENESS.

SIGNED: .....

NAME PRINTED: .....

CAPACITY: .....

DATED: .....

**It is preferable for the certification to be written on the copied identification document and not on this form.** However, if the certification is provided on a covering letter or document which is then attached to the copy identification document, then the covering letter must state the name and date of birth of the verification subject, the type of identification document it refers to and any serial number indicated on the identification document.

## 2. Verification of address

(required only if reference does not include full identity details – see below)

### Original of either:

- Recent (i.e. within the last 3 months) utility bill bearing residential address.  
Please note that mobile telephone bills are not acceptable under any circumstances.
- Most recent bank statement (from a recognized bank) bearing residential address
- Most recent credit card statement (from a recognized bank) bearing residential address
- Most recent mortgage statement from a recognized lender

Please note that if a reference is provided which includes the name, residential address and date of birth of the subject of the verification, then a separate verification of address will not be required.

## 3. References

Two references will be required, one from a reputable banker or other credit institution and the other from a professional such as a lawyer or accountant.

With regard to the bank or credit institution reference, please complete the attached forms and sign the Bank Reference Authority, as it is a requirement that we write directly for both references.

Please ensure that in both cases, the relationship has been established for at least two years.

## Contact Details of Relationship Manager/contact at branch for us to apply for the reference:

Name:

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Position:

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Bank:

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Branch:

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Address:

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Email:

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Telephone:

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Facsimile:

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Direct

**Form for reference to be sought**

**BANK REFERENCE AUTHORITY**

Date:

The Manager:

Name and address of your bank:

Dear Sir

**Account Name:** (title of your account)

**Account number:** (Your bank account number)

**Address:** (Your home address)

I/We authorise you to provide a bank reference to Capco Trust Jersey Limited, who will be in touch with you shortly.

Yours faithfully